



Human Resource Message

YOUR RIGHTS AND RESPONSIBILITIES

Rights:

- ✦ To work in a harassment-free environment where people treat one another with dignity, equity, courtesy and respect.
- ✦ To say "no" to unwelcome advances or requests for favors.
- ✦ To file complaints or grievances through appropriate avenues.

Responsibilities:

- ✦ To behave in a manner that treats people with dignity, equity, courtesy and respect.
- ✦ To abide by agency and incident ethics and conduct regulations.
- ✦ To report any harassment or other inappropriate behavior you observe or experience

Incident IC Signature

Incident Human Resource Specialist is: _____

Location: _____